

## Using iCal



iCal is an organization tool for keeping track of your events privately or for sharing events and assignments

## Getting Started

Open up your iCal by clicking on the iCal icon in your applications folder OR using your spotlight to search for iCal

**SAMPLE iCAL**

The screenshot shows the iCal application interface. On the left, there is a sidebar with a list of calendars under 'CALENDARS' and 'SUBSCRIPTIONS'. The main area displays a calendar grid for February 2009, with a time slot view on the right. Annotations with arrows point to various features:

- Calendars can be turned on or off for easy viewing**: Points to the checkboxes in the 'CALENDARS' list.
- Multiple calendars can be created for different kinds of events**: Points to the 'little reminders' calendar in the list.
- Calendars I share with others**: Points to the 'Lynda' subscription.
- Calendars shared with me**: Points to the 'Home' subscription.
- Calendars events color-coded**: Points to a blue event block labeled 'Extended Day Registration'.
- Click to add a new calendar**: Points to the '+' button at the bottom of the sidebar.

## EVENTS

First, double click a day to set an event

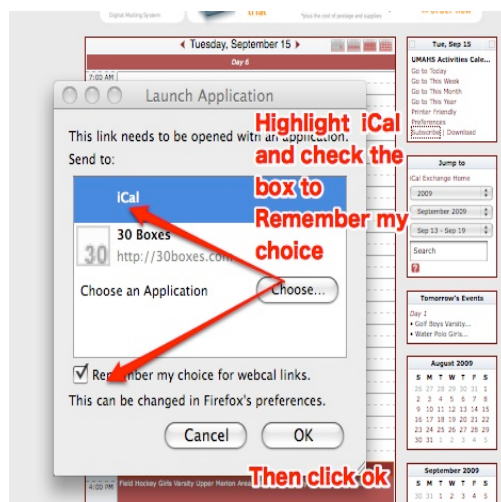
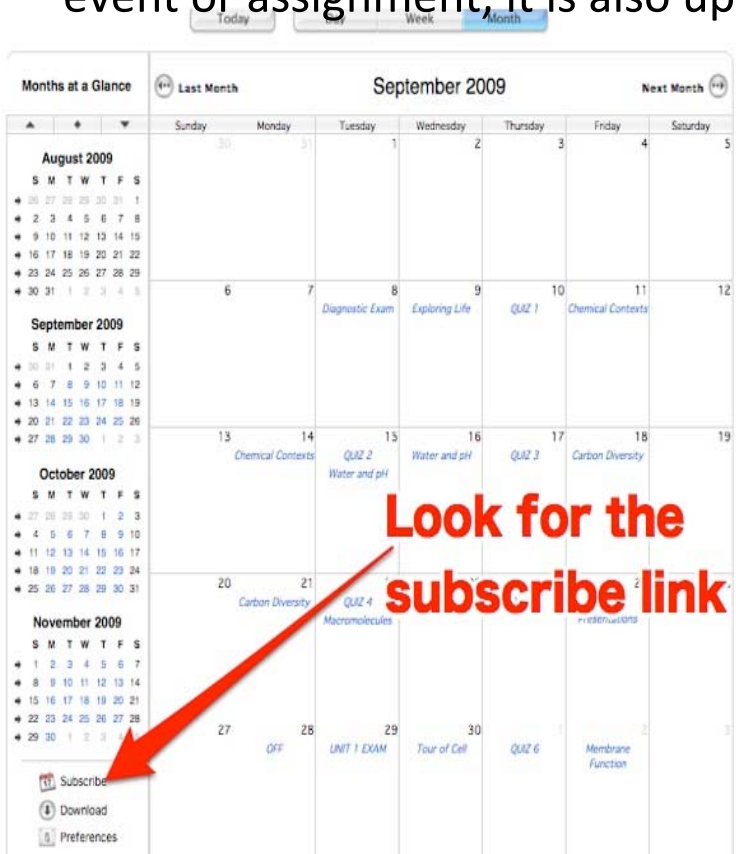
(If the window pictured below does not pop up, double click the event again)

You can easily add events to a calendar following these directions.

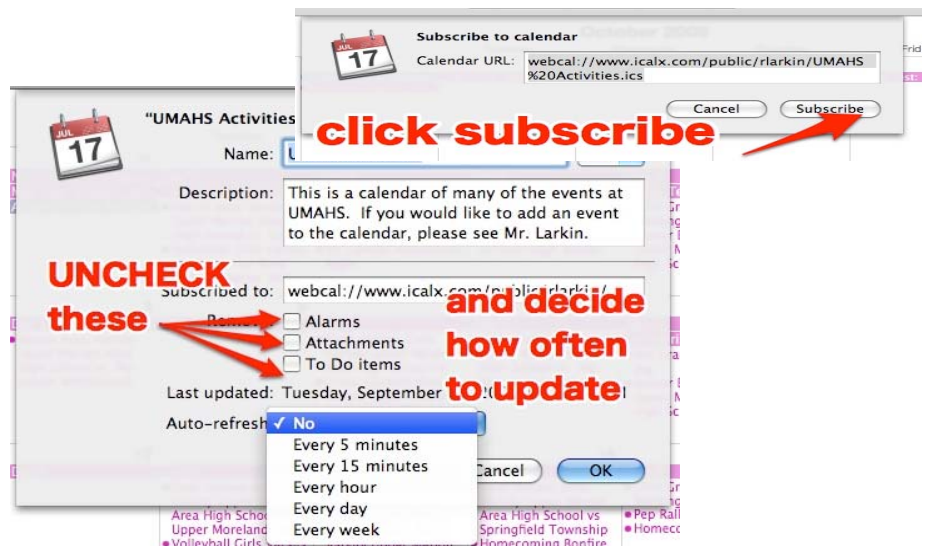
The 'New Event' dialog box is shown with the following fields and annotations:

- Name the event and set location**: Points to the 'Name' and 'location' fields.
- Set time/date**: Points to the 'from' and 'to' date/time fields.
- Choose which calendar the event falls under**: Points to the 'calendar' dropdown menu.
- Set an alarm**: Points to the 'alarm' dropdown menu.
- Attach files, web addresses and/or make notes**: Points to the 'attendees', 'attachments', 'url', and 'note' fields.

Some teachers will be posting their calendars online.  
You can subscribe to their calendars so when they update an event or assignment, it is also updated on your calendar.



iCal will open and you will see a pop up



**Subscribe to the activities calendar:**

Copy and paste the address below into Safari

[http://ical.me.com/umasdical/UMAHS\\_Activities](http://ical.me.com/umasdical/UMAHS_Activities)



**For More info go to:**

<http://www.umasd.org/tmm> > [Mac Basics](#) > [iCal](#)